

# DUTY STATEMENT

<b>Classification:</b> Senior Toxicologist		<b>Position Number:</b> 811-155-7943-001	
<b>Branch/Section:</b> Air and Site Assessment and Climate Indicators Branch / Air Toxicology and Risk Assessment Section			
<b>Location:</b> Oakland or Sacramento		<b>Effective Date:</b>	
<b>Management Designation</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Conflict of Interest</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervision Received:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Supervision Exercised:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources. This is of paramount state importance in protection of its citizens and resources.

## POSITION SUMMARY

The Air Toxicology and Risk Assessment Section (ATRAS) within the Air and Site Assessment and Climate Indicators Branch (ASACIB) is responsible for conducting health risk assessments of chemical contaminants found in air, including those identified as toxic air contaminants or on the list of chemicals under the Air Toxics Hot Spots Act. Assessments include development of Cancer Potency Factors to assess the cancer risk from carcinogens in air, and development of Reference Exposure Levels to assess non-cancer health impacts. ATRAS develops and updates risk assessment guidance for use in site-specific risk assessments under the Air Toxics Hot Spots program and focuses on new efforts for developing non-regulatory provisional health values for chemicals lacking OEHHA health values. Legislation, the Children's Environmental Health Protection Act, requires ATRAS to explicitly consider infants and children in evaluating health risks of air pollutants and develop risk assessment methods to protect children. ATRAS provides health-related assistance to the Air Resources Board, air pollution control districts, local health officers and environmental health officers.

Under general direction of the Supervising Toxicologist, Chief of ASACIB, the Senior Toxicologist serves as the Chief of ATRAS. In this capacity, the Senior Toxicologist supervises scientific staff comprised of Staff and Associate Toxicologists, and Public Health Medical Officers. The Senior Toxicologist works as a member of a multidisciplinary team and performs supervisory, administrative and technical activities. The Senior Toxicologist is expected to independently perform the tasks assigned following general and specific guidance and provide documentation on scientific determinations. The Senior Toxicologist will perform the following duties and other related work:

## ESSENTIAL FUNCTIONS

- 30% **Supervise the activities of the personnel in the Air Toxicology and Risk Assessment Section.** Create timelines with milestones for projects and provide feedback to staff and provide management briefings on the completion of those milestones. Direct the analysis of scientific studies providing evidence on the carcinogenicity or non-carcinogenic health effects of chemicals by technical staff. Direct the preparation of technical documents (Toxic Air Contaminant documents and Reference Exposure Level documents, and potency assessment documents) summarizing the findings from epidemiologic studies, animal studies, and other relevant studies (e.g., investigating mode-of-action, pharmacokinetics, structure activity relationships) on chemicals listed as Toxic Air Contaminants and quantify the risks or hazards from exposure to those chemicals for review by the State's experts on the Scientific Review Panel.
- 20% **Review technical documents prepared by technical staff for scientific rigor, accuracy, and completeness.** Direct the preparation of technical support documents on risk for the quantitative assessment of carcinogens and non-carcinogens primarily from air inhalation, with specific consideration of children as a

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:</b>	
<b>Personnel Analyst Signature:</b>	<b>Date:</b>

sensitive subpopulation for review by Scientific Review Panel. Direct work on the technical support document on exposure assessment methodology for exposure to chemicals emitted into air from stationary sources and on a guidelines, document explaining how to local air districts and consultants are to perform facility-specific risk assessments, working in close association with staff of the Air Resources Board, for review by the Scientific Review Panel. Direct staff review of public comments and development of responses on chemicals and technical support documents. Direct the preparation of responses to inquiries from local air districts and the public. Present findings and analyses to scientists, stakeholders and other interested parties in meetings, including public meetings and workshops.

- 20% **Develop and review the risk assessments of toxic air pollutants.** Read, evaluate, and summarize scientific literature on chemical exposure and health effects. Provide direct support to staff on issues in a technical document or prepare specific parts of the document on an issue that is particularly complex, such as, the mechanism of action of a chemical, the pharmacokinetics of the chemical, or procedure to quantify the hazard or risk of the chemical. Prepare the introduction and conclusions of risk assessment documents that are novel and controversial. Monitor and direct the efforts focused on developing non-regulatory provisional health values for chemicals lacking OEHHA health values, ensuring up to date methods are being applied. Coordinate with other technical Sections and Branches regarding the evaluation of the health hazards of chemicals.
- 15% **General Supervision and Administration.** Conduct evaluations such as Individual Development Plans/Annual Reviews and probation reports to provide feedback on work performance and identify areas for staff training and improvement. Approve employee timesheets, teleworking arrangements, time off, and/or alternate work schedules to ensure compliance with departmental policies. Apply the State's progressive discipline structure as appropriate to facilitate effective performance and address any performance issues such as inappropriate behavior and/or poor performance. Promote and maintain a positive work environment per the Department's Equal Employment Opportunity policy. Track projects to ensure that assigned work is accomplished in a timely manner. Devise questions and conduct interviews and other hiring associated activities to make necessary appointments to fill vacancies. Work on budget management with the Branch Chief, including writing budget change concepts and budget change proposals as well as day-to-day financial management of the Section. Work on legislative issues, including legislative concepts, bill analyses and providing information to management on issues affecting the Section.
- 10% **Provide expert testimony and expertise on Section's work.** Review other department/agencies documents to comment on the scientific basis and validity along with science policy implications of their analyses. Provide testimony at the Air Resources Board (ARB) hearings, Scientific Review Panel meetings, local air district hearings and public meetings. Provide technical expertise to local air pollution control district staff, staff of the ARB, the Department of Public Health (DPH) and other local agencies on issues related to the Toxic Air Contaminant and Air Toxics Hot Spots Programs. Work closely with the ARB Section managers and their staff on issues related to the Toxic Air Contaminant and Air Toxics Hot Spots Programs that include prioritization of chemicals for evaluation, the integration of the facility-specific risk assessment methodology and air emission models to estimate exposures, and presentation of the risk assessment methodology to the ARB Board, local air districts and the public.

#### **MARGINAL FUNCTIONS**

- 5% Attend continuing education courses to maintain and further develop technical skills and expertise. Prepare articles for publication in scientific journals, organize and participate in scientific meetings and conferences at the local and national level. Organize technical and public workshops of interest to the program. Serve as back up for the Branch Chief as needed.

#### **REQUIRED QUALIFICATIONS**

Knowledge and proficiency in general principles of toxicology, and an understanding of the general principles of public health, environmental justice, and risk assessment.

Knowledge and proficiency in the interpretation and application of environmental and public health standards.

Knowledge of principles and techniques of effective supervision and the department's Equal Employment Opportunity program.

Ability to critically review and evaluate different methodological approaches to health risk/impact assessment.

Ability to produce high quality work products that clearly and concisely convey scientific findings and concepts.

**DESIRED QUALIFICATIONS**

Ability to function effectively and work cooperatively in a team.  
Ability to communicate effectively in person.  
Ability to develop and manage contracts and Section's budget  
Ability to produce high quality written reports.  
Knowledge of statistical software.

**WORKING CONDITIONS**

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home.  
Collegial work environment.  
Various time-critical assignments as part of the workload.  
Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports.  
Repetitive motion in using office equipment.  
Off-site meetings and teleconferences.  
May be required to travel to other locations for business related needs as necessary

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<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:</b>	
<b>Personnel Analyst Signature:</b>	Date: